

City of Rochester Hills Green Space Advisory Board

PROPERTY INTEREST ACQUISITION PROCESS

1. **Parcel Identification:** The properties the GSAB has selected for the initial contact with property owners were parcels that lie within one of the three priority natural areas identified by the *Rochester Hills Natural Features Inventory* that are vacant, unrestricted, and/or underutilized. There were numerous parcels identified that meet these criteria.
2. **Property Nomination:** A property owner interested in selling or donating property to the city shall complete the *Property Owner Nomination Form*. Completed nominations shall be forwarded to the City Clerk's Office of the City of Rochester Hills. A property owner may request and will receive an opportunity to give a presentation to the GSAB describing the property they would like to donate or sell to the City. Property owners should contact the City Clerk's Office to be placed on the GSAB's agenda.
3. **Natural Features Inventory:** The GSAB will apply the *Greenspace/Natural Features Criteria* to all of the nominated parcels. This would include a required field inspection of the parcel by the GSAB accompanied by a qualified staff or other knowledgeable resource person familiar with natural attributes. This would allow the GSAB to develop target parcels for further review by City Council.
4. **Report to City Council:** The GSAB shall provide to the Rochester Hills City Council an advisory opinion as to whether the City should consider acquiring an interest in any of the properties under review by the GSAB.
5. **Council Approval:** For those properties approved for further study by the City Council, the next step would be an appraisal. A state-licensed, MAI-certified appraiser shall be selected for each requested appraisal. The City's standard purchasing procedure shall be followed in obtaining appraiser(s).
6. **Final Recommendation:** The Rochester Hills City Council shall review the recommendations from the GSAB on whether the proposed property interests should be acquired and conduct a public hearing.
7. **Final Report:** The GSAB shall include any relevant comments from the Public Hearing in its final report to the City Council. Should the City Council decide to proceed with an acquisition, the Mayor shall then be authorized to proceed with a Phase 1 Environmental Study of the property and direct negotiations of an Agreement of Purchase and Sale with the property owner.